



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

Administrative Review Summary Report

School Food Authority Name: Salt River Pima-Maricopa Community Schools

CTD: 07-86-56

Site(s): Salt River Elementary

Contact: Joni Andreas, Food Service Manager

Review Date: 10/24/16

Review Period: September 2016

Programs Reviewed:



National School Lunch



School Breakfast



Afterschool Snack



Fresh Fruit & Vegetable



Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area		
Multiple applications were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications and Determining Completion of Submitted Application section in USDA's Eligibility Manual for School Meals.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
The correct income eligibility guidelines were not used in certifying household applications. This contributed toward fiscal action calculations.	Discussed contacting WebSmartt customer service to confirm correct income eligibility guidelines are being used in the software. Referred to current year income eligibility guidelines on found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/04/income-guidelines-2016-2017.pdf .	<i>Please provide written assurance that current income eligibility guidelines will be updated in WebSmartt software each program year. Additionally, provide a written description of how applications will be certified while WebSmartt software is not accurate.</i>

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area

Documentation did not support that all required meal components were offered and served during the review period. Production records did not show all menued components resulting in insufficient offerings of starchy vegetable as well as not meeting minimum grain requirements. This did not contribute toward fiscal action calculations.	Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes.	<i>Please provide one week of lunch menus and production records demonstrating compliance with minimum grain requirements and vegetable subgroup requirements.</i>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

An individual separate from the application approval process has not been designated as the hearing official.	Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals. Discussed school official who could be designated.	<i>Please provide the name and title of the individual designated as the hearing official.</i>
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Meal Access & Reimbursement: Verification

The notice of adverse action was not adequate. Specifically, it was sent out on January 25th after the November 15th deadline.	Discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to ADE's Letter of Verification Results found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/08/v-5.-eng-letter-of-verification-results-english_16_17.docx .	<i>Please provide written procedures of changes that will be made to ensure that the notice of adverse action will be sent to households prior to November 15th informing them of the results of Verification.</i>
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Meal Access & Reimbursement: Meal Counting & Claiming

Daily edit checks are not being conducted appropriately. Specifically, incorrect Attendance Factor is being used.	Discussed how to complete daily edit checks using Attendance Factor reflected on monthly claims.	<i>Please provide written assurance that daily edit checks will be conducted using the correct Attendance Factor. Additionally, provide a copy of a completed daily edit check worksheet for October 2016.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Serve Only Breakfast signage which explains what constitutes a reimbursable meal was not displayed to students.	Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at http://www.azed.gov/health-nutrition/meal-pattern/ .	<i>Please provide written assurance that signage specific to serve only breakfast explaining to students what constitutes a reimbursable meal has been displayed.</i>
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Resource Management

A process to sufficiently ensure compliance with the revenue from non-program foods requirements was not in place. Non-program foods include catering and adult meals.	Discussed revenue from non-program foods requirements and provided with Non-Program Food Revenue Tool. Referred to Memo SP 20-2016 for more information about nonprogram food revenue requirements and methods to ensure compliance.	<i>Please provide written assurance that the USDA Non-Program Foods Tool or a USDA-approved alternative method (such as the 5-day reference period) will be used to ensure compliance with non-program foods requirements. Please provide documentation which demonstrates compliance with these requirements.</i>
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General Program Compliance: Civil Rights

The public/media release was missing required components including the non-discrimination statement and income eligibility guidelines. Additionally, the public/media release stated household applications were required to submit.	Discussed requirements for public/media release. Showed where template release can be found on ADE's website at http://www.azed.gov/health-nutrition/files/2012/06/media-release-7-14.pdf . Discussed who would be responsible for doing this.	<i>Please provide a copy of the updated public/media release that will be submitted to either the local media or the unemployment office prior to the start of each school year with all required components.</i>
Program staff have not been trained on civil rights topics.	Discussed requirement and how to document that requirement has been met. An acceptable civil rights power point training material can be found on ADE's website at http://www.azed.gov/health-nutrition/files/2012/01/az-civil-rights-compliance-for-staff-jan-20141.pdf .	<i>Please provide documentation that civil rights training has been completed by Child Nutrition Program staff.</i>

General Program Compliance: SFA On-Site Monitoring

No findings.

Discussed requirement of on-site reviews of the breakfast meal counting and claiming procedures for 50% of the sites within the SFA and where to find a template On-Site Review Checklist Assessment of the Meal Counting and Claiming System found on ADE's website at <http://www.azed.gov/health-nutrition/files/2016/09/updated-on-site-review-checklist-sbp.doc>. Discussed who would be responsible for completing this each year.

No corrective action required.

General Program Compliance: Local Wellness Policy

The LWP did not contain required elements, specifically policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.

Reviewed handouts and discussed developing a LWP with required elements. Team Nutrition Resources can be found at <http://teamnutrition.usda.gov>

Please provide a written plan for how the missing elements of the LWP will be included. The plan should include draft language of the element to be added, who will be involved in updating the LWP, and the date the update is expected to be completed.

General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.

Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. Discussed Active Shooter training is not allowable as job-specific training. Trainings for School Nutrition Professionals can be found on ADE's website at <http://www.azed.gov/health-nutrition/nslp/training/>.

Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that full-time School Nutrition Program staff are registered for.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting & Recordkeeping

No findings.

General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

No findings.

Other Federal Program Reviews: Afterschool Snack Program

Menus do not support that the ASP meal pattern was met on the following dates: 9/14/16 and 9/16/16. Production records indicated that required components were served.

Discussed the meal pattern requirements of the ASP and ensuring all documentation reflects the meal pattern is being met. The ASP meal pattern table can be found on ADE's website at: <http://www.azed.gov/wp-content/uploads/PDF/ASCPMealPattern.pdf>.

Please provide copies of completed ASP production records and supporting menu documentation for 5 consecutive days showing that ASP meal pattern requirements have been met, as well as written assurance that the ASP meal pattern will be adhered to at all times.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations! Salt River Pima-Maricopa Community Schools has completed the Administrative Review in the 2016-2017 school year. You are doing a wonderful job implementing the National School Lunch, School Breakfast, and Afterschool Snack Programs. Please keep up the great work and remember to contact ADE Health & Nutrition with any questions or concerns. Thank you for your hard work and hospitality throughout this review, it was a pleasure working with all of you.

To stay on track with NSLP requirements checkout the NSLP at a Glance Calendar & Monthly Checklist on our website at
http://www.azed.gov/health-nutrition/files/2016/07/sy-16_17-nslp-calendar7.20.16.pdf

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/health-nutrition/nslp/training/>

Fiscal Action Assessed?

☐ Yes- SBP

☒ No- SBP

☐ Yes- NSLP

☒ No- NSLP

Please submit corrective action response by December 15, 2016 to Kariann Gallegos, 1535 West Jefferson Street Bin #7, Phoenix, Arizona 85007.



11/23/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.



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